



BOARD OF SELECTMEN RECORD OF MEETING
JULY 12, 2016
WINDSOR TOWN OFFICE

Note: This record of meeting may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen Members.

Members present: Richard Gray, Jr., Ray Bates, Dan Gordon, Chris Haiss and Ronnie Brann.

Public Attending: Tom Reed, Ray Chavarie and Carol Chavarie.

Employees Attending: Theresa Haskell (*Town Manager*), Keith Hall (*Road Supervisor*), Tim Coston (*Transfer Station Supervisor*) and Joyce Perry (*Cemetery Sexton*). Debbie French was absent due to covering the front office.

Ray Bates called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Theresa said it is the beginning of a new fiscal year and we need to vote in a chairperson. After the votes were cast, Richard Gray was voted in as Chairperson with 2 votes, (Ronnie Brann received one vote, Ray Bates received one vote and Chris Haiss received one vote).

Previous Meeting Records: Ray Bates made a motion to approve the Record of Meeting dated 6-14-16 as written seconded by Ronald Brann and approved 4-0-0. The Record of Minutes from June 28, 2016 was tabled and to be voted on at the July 26, 2016 meeting. Debbie was on vacation and we were also short out front because of a funeral, she was unable to get them written up.

Public Comment: None.

Public Works:

- a) Keith said he has been doing shoulder work on the Weeks Mills Road, Jones Road and Barton Road. Rick said some areas on the Weeks Mills Road were not as wide as others. Keith said this was where it dropped off but he has been laying down at least 2' to 3' shoulders on each road. He has hauled 340 yards for all three roads so far.
- b) Keith said he will need to have some rip rap on the Jones Road be put down in some areas. Keith also mentioned that large farm equipment has been breaking off pavement on the Jones Road and he wanted to know what to do. He said he did meet up with one of the drivers but it wasn't the owner. Chris said this was Nick Michaud from China so maybe we could try and get a hold of him to see if they would be more careful coming out onto the new pavement. Maybe they should widen the exit/entrance area.
- c) Joyce Perry said the Roadside Mowing person has also broken off the edge of the pavement when they were mowing the sides of the road.
- d) Rick Gray asked about the turn around on the Shuman Road. He said we need to add more gravel.
- e) Keith said he is still short-handed and that Don is only working 1 – 2 days per week as a driver. This means he will need to be in the truck himself the other days. Tim and Walter can only work two days per week because of the Transfer Station. He has Moe and Norman but Norman hasn't been able to work all of the days for flagging. He said he would like to do some more work on Wednesday and Thursday of this week but it would put Tim and Walter into overtime. Keith said Marvin is scheduled until Thursday. The Board agreed to allow overtime for Tim and Walter to work to finish up some shoulder work this week.

- f) Keith said he is looking to change pipe on the Legion Park Road next week.
- g) Theresa said she has contacted David Allen from Department of Transportation regarding two intersection areas of concern. One is located on the Erskine/Wingood Road. We currently have a three way stop. David Allen indicated that this was changed after 2007 and should never have been approved. He suggests the Board of Selectmen look into why this was done and would recommend they only have a Stop at the end of the Erskine Road onto Wingood Road and allow the Wingood Road flow of traffic to go straight through. **Ray Bates made a motion to remove the two stop signs on the Wingood Road at the intersection of Erskine Road to allow this flow of traffic to continue on the Wingood Road, seconded by Ronald Brann and approved 5-0-0.** The next intersection of concern is at the Barton Road and Jones Road. Currently the Jones Road intersects with the Barton Road that continues towards the Weeks Mills Road with no stop sign. There is currently a yield sign from the Route 105 side of the Barton Road at this intersection. Keith said there should be a stop sign here. Talking with David Allen he also suggested this be a stop sign because there is no site distance to see what traffic is coming from the Jones Road. He suggests if the Board of Selectmen are looking to change this then they should put a Stop Ahead sign. Theresa said she suggests if we do change this we should also put up a temporary sign that says "Traffic Pattern Change Ahead", with a stop Ahead sign and then also put a white stop bar at the end. **Chris Haiss made a motion to remove the yield sign coming in from Route 105 on the Barton Road at the Jones Road intersection and put a stop sign with also installing a Stop Ahead sign, a Traffic Pattern Change Ahead and a painted white stop bar, seconded by Dan Gordon and approved 5-0-0.**
- h) Keith said it looks like we will need to add some gravel to the Wingood Road and grade it in.
- i) Keith said he will look into getting covers for the dump trucks for hauling gravel.
- j) Keith said Marvin is still interested in doing the Hunts Meadow Road culvert replacement which will save the Town some money and he believes they will not have to close the road down. He will ditch part of the Doyle Road and use this material to add to the Hunts Meadow Road culvert replacement area to widen this.

Transfer Station:

- a) Theresa handed out the Monthly and Yearly Transfer Station Report. We had budgeted \$65,000.00 in Revenue and received \$62,752.90 for the year.
- b) Tim said Mr. Newcombe contacted him today about ordering the steel for the new base.
- c) Theresa said we received a letter from the IRS regarding a Notice of Levy on the previous A & B Welding LLC and the Board of Selectmen agreed to hold off filing suit to press the issue at this time.
- d) Theresa said she received a letter of resignation from Tom Dort as the On Call Fill in position as Transfer Station Attendant. **Ronald Brann made a motion to accept Tom Dort's resignation with regret, seconded by Daniel Gordon and approved 5-0-0.** The Board of Selectmen and Town Manager would like to thank Tom Dort for his dedicated services with the Town of Windsor and wish him the best in his future endeavors.

Animal Control: Joyce Perry said she would like to say the Animal Control Officer that she talked with regarding a bobcat issue was very nice.

Consideration of Warrants # 1 and # 2:

Ray Bates made a motion to approve Warrants # 1 and # 2 seconded by Dan Gordon and approved 5-0-0.

Town Manager's Items:

- a) Theresa said we didn't vote to use the Write Off/Abatement monies that were remaining to be used to Write Off old Personal Property Accounts like we have done in the past. This was forgotten, so she recommends that the Board of Selectmen vote to carry the \$8,126.94 forward and then write off the Sunbelt Tractor & Equipment Company Personal Property Account #82 in the amount of \$8,126.94. **Ray Bates made a motion to carry forward the \$8,126.94 Write Off/Abatement amount to FY 2017 seconded by Dan Gordon and approved 5-0-0. Ray Bates made a motion to Write Off \$8,126.94 on Sunbelt Tractor & Equipment Company Personal Property Account #82, seconded by Ronald Brann and approved 5-0-0.**

- b) **Ray Bates made a motion to carry forward the \$7,046.38 for Windsor Days, seconded by Chris Haiss and approved 5-0-0.**
- c) **Ray Bates made a motion to carry forward the \$3,550.98 for Reed Fund, seconded by Dan Gordon and approved 4-0-1.** Ronald Brann abstained because he is on this committee.
- d) Theresa said it is a new year and we will need to fill in the positions that Jonathan Adams was assigned to. Public Works 2nd person to call is now Chris Haiss. Transfer Station 2nd person to call is now Ray Bates. Theresa suggested we add a new Department called "Town Office". 1st person to call will be Chris Haiss and 2nd person to call will be Daniel Gordon. Theresa said she will have Debbie update these and also the main contact list for Town Employees.
- e) **Ray Bates made a motion to have Rick Gray Jr. fill out and sign the 2016 Issues Survey to guide the development of MMA's 2017-2018 legislative agenda, seconded by Daniel Gordon and approved 4-0-1.** Rick Gray Jr. abstained.
- f) Theresa received a letter from Pike Industries, Inc. regarding an application for an Air Emission License to operate a portable rock crusher to the 321 Doyle Road (entrance on Route 17).
- g) Theresa handed out the contract from Wright-Pierce regarding the Greeley Road Culvert replacement for the Board to review. Theresa said the Greeley Road paving is on the schedule for next year.
- h) Chris said he would like to see the information on the new computer purchases.

Selectmen's Items:

- a) Ronald Brann asked about the Resthaven Cemetery fence posts. Are we looking to replace these?
- b) Ronald Brann also said we should paint the Twenty Rod Road Cemetery posts and also have them straightened.
- c) Ronald Brann said the Town Clerk has lost her grandmother and the funeral will be on Friday at 1:00 p.m. He said the employees would like to attend this ceremony and he recommends we close the office at 12:00 p.m. so everyone that would like to attend can. **Ray Bates made a motion to close the office this Friday, July 15th, 2016 at 12:00 p.m., seconded by Dan Gordon and approved 5-0-0.**
- d) Dan Gordon asked to see if the Board of Selectmen could have some business cards and they all agreed to have Debbie make some up for each of them.

Chairman Rick Gray Jr. adjourned the meeting at 8:27 p.m.

These minutes were approved by the Board of Selectmen on **July 26, 2016.**

The next Regular Board of Selectmen's Meeting on Tuesday, July 26, 2016 at 6:00 p.m. at the Windsor Town Hall.

Respectfully Submitted,

Theresa L. Haskell
Town Manager